

## REHIRE A STUDENT WORKER EPAF INSTRUCTIONS

*This is for renewing a student in the SAME position he/she has previously been in.*

### New EPAF Person Selection

ID:	L00#####	Jane Q. Student
Query Date:		
Approval Category:	Student Worker REHIRE, STUREH	

Enter the first date the student reports to work (August 1 or after). This same date should be used for the CURRENT HIRE and EFFECTIVE DATES referenced below.

Position:	Suffix:	00
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### Hire Student

Item	Current Value	New Value
Employee Class Code: *	<input type="text"/>	<input type="text"/>
Current Hire Date: *	<input type="text"/>	<input type="text"/>

Enter SF or SU.

For a NEW student worker, this date MUST be the date provided to you by Student Employment. This MUST be the same date as the QUERY DATE and EFFECTIVE DATE referenced below.

### Add Job

Item	Current Value	New Value
Job Status: *(Not Enterable)	<input type="text"/>	<input type="text" value="A"/>
Contract Type: *	<input type="text"/>	<input type="text"/>
Job Effective Date: MM/DD/YYYY *	<input type="text"/>	<input type="text"/>
Regular Rate (Hourly Rate):	<input type="text"/>	<input type="text"/>
Hours per Pay: *	<input type="text"/>	<input type="text" value="20"/>
Job Change Reason: *(Not Enterable)	<input type="text"/>	<input type="text" value="NEASS"/>
Timesheet Orgn:*	<input type="text"/>	<input type="text"/>
Step: *(Not Enterable)	<input type="text"/>	<input type="text" value="0"/>
Salary Group: *(Not Enterable)	<input type="text"/>	<input type="text" value="2014"/>

Select Primary. If you get an error, select Secondary.

This date MUST be the SAME as the QUERY DATE and CURRENT HIRE DATE detailed above.

Enter student's hourly rate.

Change hours if necessary.

Enter the timesheet org number of the person who will approve time.

## Labor Distribution

Current Effective Date:

This date SHOULD match the other four dates in green blocks.

COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumbrance Override End Date
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New

Effective Date: MM/DD/YYYY

COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumbrance Override End Date
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Total: 100

## Terminate Job

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *	<input type="text"/>	<input type="text"/>
Job Status: *(Not Enterable)	<input type="text"/>	<input type="text" value="T"/>
Job Change Reason: *(Not Enterable)	<input type="text"/>	<input type="text" value="TERMA"/>

This should be the LAST day of the student's assignment.

Please ensure that you choose the appropriate USER NAME as indicated below. Also, the REQUIRED ACTION must be as indicated here.

## Routing Queue

Approval Level	User Name	Required Action
38 - (COSTCN) Cost Center Head	YOURDEPTCHAIR	Your Department Chair Approve
65 - (FIN) Finance	MCBROWN	Margaret Brown Approve
91 - (SELVL1) Stu. Empl. Level 1	SRSMITH3	Stephanie Smith Approve
99 - (SELVL2) Stu. Empl. Level 2	SRSMITH3	Stephanie Smith Apply

## Comment

Enter comments if needed.